

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Northern Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-141-0764-013
UNIT NAME AND LOCATION Northern Region Fisheries Program, Redding CA	CLASS TITLE Senior Environmental Scientist (Supervisor)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general guidance of the Environmental Program Manager, incumbent supervises the Upper Sacramento River Basin Fisheries Program, which includes five projects: salmonid monitoring, habitat restoration, water management, fish habitat improvement and Winter Run Chinook Salmon re-introduction. Responsibilities include analyzing comprehensive and complex environmental issues and applying sound scientific methods and ecological principles to natural resource assessment, management, planning, habitat restoration activities and re-introduction. Incumbent will represent CDFW in dealings with local, State and federal governmental agencies, Tribes, conservation groups and private landowners. Area of geographic responsibility includes the anadromous sections of Shasta and Tehama Counties and select tributaries to Shasta Reservoir. Performance of specified duties requires a comprehensive knowledge of administrative procedures, Department policies, applicable environmental laws and complex ecological principals. A high degree of personal initiative is required. Public contacts made in the course of this work are highly sensitive and involve a wide degree of special interest groups. The level of consequence of error in applying the best available scientific knowledge and technical information may have highly significant and adverse consequences for private landowners, various local governments, the public, the Department and trust resources. Specific duties include:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
30%	ESSENTIAL FUNCTIONS: Incumbent will provide leadership within the Northern Region Inland Fisheries Program and directly supervise the Upper Sacramento River Basin Fisheries Program. Plan, manage, direct and review the work of subordinate employees consistent with Department guidelines and policies in the application of appropriate scientific methods and principles for natural resource assessment, management, planning and project implementation activities as they relate to aquatic ecosystem restoration and recovery of threatened and/or endangered fishes. Develop Performance Appraisals for staff annually. Prepare monthly reports of activities conducted by staff. Prepare Requests for Personnel Action, duty statements, and other hiring documents. Review subordinate time sheets for accuracy; correctly code activities to fund sources and adhere to Department policies regarding overtime and leave balances. Review training requests, travel advance and travel expense claims; ensure fund availability and compliance with all laws and policy. Review and respond to personnel issues and grievances in accordance with all federal law, State law, collective bargaining agreements and Department policy.
25%	Incumbent will provide strong leadership and coordination activities among staff from regions and branches in the Department, the three fish agencies, Non-Governmental Organizations (NGO), local government, private landowners and other entities in the development of solution-oriented restoration actions.

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DFW 242A (REV. 07/18/22) Page 2

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20%	Incumbent will lead and/or participate in technical teams to plan, organize and implement solutions to identified problems in the areas of biodiversity planning, environmental monitoring, streamflow investigations and water resources development and management. Apply sound scientific principles in making recommendations to management regarding natural resource management, listing, recovery and de-listing activities associated with State and federal listed threatened and endangered fishes. Meet and confer with individuals and groups to seek compliance with existing laws and regulations concerning water quality, fish passage, incidental take and Endangered Species Act (ESA) recovery actions.		
20%	Incumbent is responsible for administrative oversight of program budgets, inventory, procurement, contracts and other administrative functions. Prepare, review, and approve various administrative documents including, but not limited to purchase requests, contracts, grants, fuel transaction reports, property records, and telecommunication requests. Review and monitor allotments and expenditures.		
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u> Professional Development: Implements Individual Development Plan objectives. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Conduct original and pertinent research related to environmental resource.</p> <p><u>WORKING CONDITIONS:</u> Ability to use a computer and standard word processing software. Ability to maintain a valid Driver's License in order to operate a 4-wheel-drive vehicle and all-terrain vehicle. Spend approximately 80% of time indoors attending meetings, processing emails, phone calls, and documents; spend the other approximate 20% of time outdoors in rugged terrain, hot and freezing conditions, experience biting insects, and some overnight camping. Attend meetings and hearings, work with staff statewide to complete work assignments. Occasional travel is required. Work overtime as necessary. Wear a prescribed uniform when engaging with the public, conducting field work, and site visits. This position may be eligible for telework.</p>		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME Jason Roberts	<table border="1"> <tr> <td data-bbox="899 1333 1373 1446">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1373 1333 1520 1446">DATE</td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.			
PRINT EMPLOYEE'S NAME	<table border="1"> <tr> <td data-bbox="899 1572 1373 1669">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1373 1572 1520 1669">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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